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21 May 1951

TO : [redacted]
Washington, D. C.
ATTENTION: Administration
SUBJECT: Description of Office Arrangements.
REFERENCE: [redacted] dated 17 May 1951

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In compliance with your request, the following is submitted for your information.

1. My office suite consists of five rooms--022-A, 023, 024, my office; 025, and 026--on the ground floor [redacted]

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An intercommunication system permits calls between the offices.

3. Find attached diagram of the space.

4. Installation of all phones was supervised by [redacted] Security Office. Our communication people have checked the space for secret microphones, etc.

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☐ Upon arrival of my Administrative Officer, I shall complete arrangements for the accounting of these advances. At that time he will report to you further details on this subject.

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Attachment: One Draft of Office Space
(original only)

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